



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

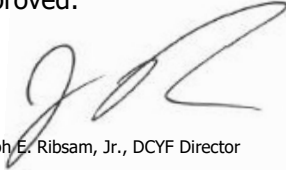
2765.4 RECORD RELEASES - CPS

Policy Directive: **22-18**

Approved:

Effective Date: **June 2022**

Implements Policy: **2765**


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This SOP outlines the Child Protection records that can and cannot be released as part of a records request.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. Only case records created by the Division **can be released**. They include, but are not limited to:

A-C

- Address lists
- Adult Living Preparation Plans
- Authorizations (medical & travel, medication, release of confidential information)
- CANS assessments (when)
- Case closing summaries
- Case Plans (if not submitted to the Court)
- Child protection face sheets (Bridges/DCYF electronic information system)
- Child/Youth Information Sheets (completed by CPSWs)
- Closing letters
- Contact logs (Bridges/DCYF electronic information system)
- Court finding notices

D-I

- Department of Education – initial and follow-up notices to the DOE
- Exchange of information agreements
- Financial Reimbursement Notices
- Genograms (created by DCYF staff)
- ICPC Requests (generated by DCYF)
- Independent Living Skills Assessments
- Intake/assessment information from Bridges/DCYF electronic information system
- Interstate Compact Progress Reports (created by DCYF staff)

J-Q

- Juvenile allegedly responsible notices
- Needs assessments for independent living
- Missing Child Recovery Reports
- Missing Child Reports
- Non-Court Agreements
- Notices of Administrative Case Review
- Letters (to parents/missing parents)
- Notice of change in eligibility
- Notices of Finding
- Payee letter to parents
- Permanency Planning Team (PPT) Review documentation
- Person allegedly responsible notices
- Prevention Plans (if not submitted to the Court)

R-Z

- Records of absent/missing parent searches
- Referrals for services (Behavioral Health Services, Independent Living Program, Medical Provider)
- Requests for Placement
- Safety Plans
- SBC Action Plans
- Screen-outs
- Solution-Based Family Meetings documentation
- Youth Information Sheets
- Youth 90-Day Transition Meeting Notes
- Youth 90-Day Transition Plans

II. **Third-Party and Court Records that cannot be released** (unless a court of competent jurisdiction orders the release):

A-E

- Adoption records
- Adult living skills evaluations
- Appointments of Surrogate Parents
- Birth certificates and Social Security cards
- CAC audio/video recordings
- CASA reports
- Case Plans (when submitted to court)
- Court Orders, Petitions, Affidavits, Decrees, and Motions (any court-generated record or record submitted to the Court)
- Court reports (from CPSWs, GALs, or other providers)
- Current court ordered evaluations
- Custody decrees
- Dental records
- Drug testing results
- Educational records
- Eligibility Interview Summary (EIS)
- Evaluations

F-O

- Financial Planner from DCYF electronic information system
- Financial statements
- GAL reports
- Home studies (May only be released to the applicant)
- HOPE Program Application
- IEPs, educational progress reports, and school pictures
- Immunization records, list of doctors, list of treatments
- Medical bills
- Medical insurance cards
- Medical records or reports
- Mental health records
- News clippings
- Notice of Finding with the appellant's request for appeal
- Notices of Hearing, CASA, and attorney appointments

P-Z

- Parental permission for children in care
- Photographs not taken by DCYF
- Police reports
- Police body camera video
- Prevention Plan (when submitted to court)
- Progress reports from service providers
- Psychiatric/psychological reports
- Psychotropic Medication Consent Request
- Reasonable Efforts Determinations from the DCYF electronic information system
- Recorded interviews (audio or video) (only released through Court order, but arrangements can be made to view or listen to recordings at the District Office)
- Social Security Cards
- Social Security determinations or correspondence
- Social studies
- Title IV-A Notice of Decision
- Trauma/Mental Health Screening Tools (not completed by DCYF)
- Treatment Progress Reports from Service Providers

Frequently Asked Questions

Q1. Who should I ask if I have questions about what records can or cannot be released?

A You should contact a DCYF Attorney or Attorney Supervisor for assistance.

Q2. What if I have a request for records through the Interstate Compact for the Placement of Children (ICPC)?

A Release of third-party records is prohibited.

A ICPC-specific records requests are directed to the DCYF Compact Administrator (or designee).

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date